

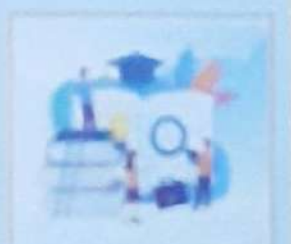
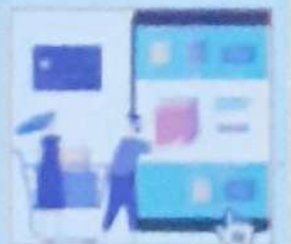


2020

21



STUDENT HAND BOOK



SHAH N. H. COMMERCE COLLEGE

Dr. Moghabhai Desai Vidyasankul, Tithal Road, VALSAD - 396 001, Gujarat.

Mob. 8200787512 | Ph. : (02632) 254224

E-mail : shahnfcc@yahoo.com / principalnhcc41@gmail.com / Web. : www. : shahnfcc.com



Prin. Dr. GIRISH N. RANA

Vision & Mission



VISION

To provide opportunities of Higher Education in Commerce stream to the youth of surrounding areas without any distinction of caste, creed, religion, community or class.

To endow them with knowledge and skill which will enable them to meet the challenges of the modern world and make them economically self-reliant.

To impart value based education to the students, to make them aware of their own potentialities and to develop the quality of entrepreneurship in them as propounded in our emblem साहसे श्रीः प्रविवसति which means "Prosperity lies in enterprise."



MISSION

To encourage qualities of leadership, self confidence and patriotism in them and to inculcate the sense of social obligations so as to make them good citizens and honest and truthful Indians. To provide guidance and help to the students in their over all development through academic as well as co-curricular and extracurricular activities since "Every student is special" for Shah N. H. Commerce College.



I will try that the students getting admitted to the university get all types of information immediately (don't have to wait.) For this a help desk will be started. Also if the students wants to make any complain or suggestion, the facility of suggestion box is to be made available in the college.

I wish the students regularly use the digital information to stay more and more in touch with the college. The students along with their friend should daily visit the college website and stay informed about the syllabus, infrastructure and activities for the development of college. It should be our effort to post a like, so that the fame of Shah N. H. Commerce College, Valsad increases.

As any institution or college is getting competitive at an international level in order to make Shah NHCC, Valsad - a global college, it is the responsibility of all stake holders which includes the students, institution, guardians, professors and the whole society to guide the college into new direction through a collective effort.

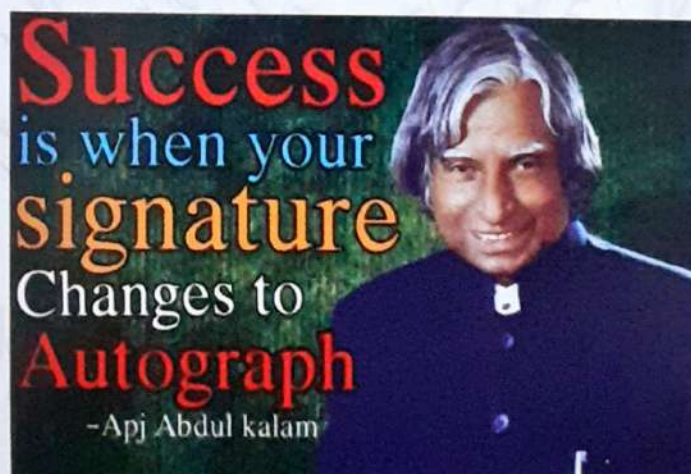
The institute is in a beautiful and natural educational atmosphere having a campus of 65 acres, Permanently affiliated to Veer Narmad South Gujarat University is one of the oldest grant-in-aid college of this area. In the past, the college had received constant guidance from principals with vast knowledge. Experienced Professors, pleasant sports play ground, rich library have been the specialties of the college. Humble efforts are made and will be increased to impart different knowledge other than educational field of the society by arranging programmes through which the benefit of knowledge of professors of other college of the university can be received by the students of our college, foreign universities and college study center should start in Shah

N. H. Commerce College, Valsad, so that global education becomes available to the students of this region. Innovative and many other activities are arranged for the overall development of students by Professors under the 'Saptadhara Programme' of Gujarat government. Above this, activities such as cultural, sports, Debate, planning forum, educational tour are organized under the students council, by the professor of various committee. Under the guidance of the chairman, NSS and NCC Programme are successfully organized in our college. Above this, with the help of KCG, Ahmedabad, classes of finishing school are successfully conducted to develop various skills in students. Students faculty exchange programme are undertaken through foreign universities and inter-state college.

In short, all the students taking admission in this college will be given proper platform according to their interest and I wish that along with degree, they will be successful in attaining all around development. Once again I hearty welcome the students and wish you best of luck.

Prinicipal Dr. Girishkumar N.

Rana





This college is managed by Shri Nootan Kelavani Mandal Valsad. This college is functioning as single commerce college, since the educational year 1973-74. Before that between 1964-65 to 1972-73, Arts and Commerce College United Faculty came into existence. As an independent unit on receiving a handsome donation in memory of shah Narottamdas Harjeevandas, our College function as post gradation center since June 1981.

Our Country's former Prime minister and son of Valsad late Mr. Morarjibhai Desai served as the 1st founder Secretary of Shri Nootan Kelvani Mandal.

Visionaries like late Seth Shri Kastoorbhai Lalbhai, late B. K. Majmudar, famous industrialist Shri Siddharth Lalbhai, Shri Sakarlal Kapadia, Shri Sumautrai Desai and late K. R. Desai acted as foundation stone to direct the mandal to build a strong building. Shri Chandrakant Desai is guiding as the honorable chairman. Currently honorable Shri Arjunbhai Desai (Vice Chairman), famous industrialist honorable Shri Bhadreshbhai Gandhi (Joint Secretary) and Shri Janakbhai Desai (Honorable Secretary), Anishbhai Sethia (Assistant Secretary) are serving as office bearers of regulatory board. Shri Nootan Kelavani Mandal is the role model management of Gujarat and is serving in a special way in the field of education.

This college has won a prize of 50,000 rupees form Government of Gujarat for the best college for the year 1983-84. The college was first accredited by National Assessment and Accreditation Council (NACC), Bangalore in 2008-2009 and again re-accredited in 2014-2015. Our college was awarded 2.62 grade point with B- grate by NHCC (National Assessment and Accreditation Council.) Recently, RUSA has sanctioned the grant of renovation and infrastructure facilities of Rs. two (2) crore under National Higher Education Campaign. This college is permanently affiliated as grant-in-aid college with Veer Narmad South Gujarat university, Surat.

The timing of College Office is from 10.30 a.m. to 6.10 p.m. and that of educational work is from 12.15 p.m. to 4.40 p.m. The timing for professors are 11.45 a.m. to 4.45 p.m. Being grant-in-aid college, we are eligible for various aid and benefit of various scholarship from government. Dedicated and qualified faculties are always ready to serve the college. Economically weak students are helped with the donation received from various donors.

College Infrastructure Facilities :-

- (1) Pollution free, calm, tree covered clean environment, full of fresh air, environment friendly, pleasant college campus near Tithal Beach.
- (2) Microphone facility in each classroom.
- (3) Caller mikes facility in larger classroom.
- (4) Bright and ventilated clean classroom ICT enable class.
- (5) Podium, Computer and visualize in each classroom.
- (6) College equipped with CCTV.
- (7) NSS, NCC and sports Office.
- (8) Multi-media hall facility
- (9) UGC network resource center.
- (10) Digital education learning lab center (DELL).
- (11) Shrimati Gajraben Chimanlal Desai Computer Center.
- (12) Administrative office with modern facilities.
- (13) Post graduation center.
- (14) Suggestion box facility.
- (15) Modern Computerized Library with internet facility. Different and modern series of books and magazines.
- (16) Huge auditorium Sanskar Kendra.
- (17) R-O Water Purifier Plant.
- (18) Internet facility (NAMO), provided by Gujarat Government.
- (19) Dedicated and qualified staff.
- (20) Separate Parking facility for staff and students.
- (21) Canteen facility.

Subjects



F.Y.B.Com.

Semester : I

1. Business Economics - I
2. Financial Accounting - I
3. Business Admi. - I
4. Statistics for Business - I
5. Elements of Banking & Insurance - I
6. Foundation Course in English Written & Spoken Communication Skills - I
7. Environmental Studies - I

Semester : II

1. Business Economics - II
2. Financial Accounting - II
3. Business Admi. - II
4. Statistics for Business - II
5. Elements of Banking & Insurance - II
6. Foundation Course in English Written & Spoken Communication Skills - II
7. Environmental Studies - II



S.Y.B.Com.

Semester : III

1. Macro Economics - III
 2. Accountancy & Taxation Comp - III
 3. Business Admi. - III
 4. Foundation Course in English Written & Spoken Communication Skills - III
 5. Advance Accounting & Auditing-I
 6. Advance Accounting & Auditing - II
- OR
5. Statistics - III
 6. Statistics - IV
 7. Banking - III

Semester : IV

1. Macro Economics - IV
 2. Accountancy & Taxation Comp - IV
 3. Business Admi. - IV
 4. Foundation Course in English Written & Spoken Communication Skills - IV
 5. Advance Accounting & Auditing-III
 6. Advance Accounting & Auditing - IV
- OR
5. Statistics - V
 6. Statistics - VI
 7. Banking - IV

T.Y.B.Com.

Semester : V

1. Indian Economy Planning & Policy V
 2. Mercantile Law - I
 3. Business Admi. - V
 4. Foundation Course in English Written & Spoken Communication Skills - V
 5. Advance Accounting & Auditing - V
 6. Advance Accounting & Audiiting - VI
- OR
5. Statistics - VII
 6. Statistics - VIII
 7. Banking - V

Semester : VI

1. Indian Economy Planning & Policy VI
 2. Mercantil Law - II
 3. Business Admi. - VI
 4. Foundation Course in English Written & Spoken Communication Skills - VI
 5. Advance Accounting & Auditing - VII
 6. Advance Accounting & Audiiting - VIII
- OR
5. Statistics - IX
 6. Statistics - X
 7. Banking - VI

M.Com.

Semester : I

1. Economics of Growth Development & Planning Paper - I
2. Management Theory & Practice Paper - I
3. Advertising & Sales Management - I
- 4-5-6. Financial & Management Accounting Paper I, II & III

OR

- 4-5-6. Advance Statistics Paper I, II & III

Semester : II

1. Economics of Growth Development & Planning Paper - II
2. Management Theory & Practice Paper - II
3. Advertising & Sales Management - II
- 4-5-6. Financial & Management Accounting Paper IV, V & VI

OR

- 4-5-6. Advance Statistics Paper IV, V & VI

Semester : III

1. Organised Market Paper - I
2. Financial Management Paper - I
3. Strategic Management Paper - I
- 4-5-6. Financial & Management Accounting Paper VII, VIII & IX

OR

- 4-5-6. Advanced Statistics Paper VII, VIII, IX

Semester : IV

1. Organised Market Paper - II
2. Financial Management Paper - II
3. Strategic Management Paper - II
- 4-5-6. Financial & Management Accounting Paper X, XI & XII

OR

- 4-5-6. Advanced Statistics Paper X, XI, XII

Fees Structure

Sr. No.	Particulars	F.Y. B.Com. Sem.: 1st	S.Y.B.Com. T.Y.B.Com. Sem. : 3rd Sem. : 5th	F.Y.B.Com. S.Y.B.Com. T.Y.B.Com. Sem. : 2nd Sem. : 4th Sem. : 6th	M.Com. Sem. : 1st	M.Com. Sem. : 3rd	M.Com. Sem. : 2nd
1.	Tution Fee	600	600	600	1400	1400	1400
2.	Admission Fees (One Time)	100	-	-	100	-	-
3.	Identity Card Fee (One Time)	50	50	-	50	50	-
4.	Student's & Teacher's Welfare Fee	275	275	275	275	275	275
5.	Books, Equipment E	300	300	300	300	300	300
6.	Student Union Fee	100	100	100	100	100	100
7.	Armenity Fee	300	300	300	300	300	300
8.	Campus Development Fee	100	100	100	100	100	100
9.	Internal Examination Fee	125	125	125	125	125	125
10.	Enrolment Fee (One Time) with form Fee	120	-	-	-	-	-
11.	Library Deposit (Refundable) (One Time)	200	-	-	200	-	-
12.	College Deposit (Refundable) (One Time)	100	-	-	100	-	-
13.	Uni. Development Fee	50	50	50	50	50	50
14.	Uni. Sports & Cultural Activities	20	20	20	20	20	20
15.	Uni. Sports Complex Development Fee	20	20	20	20	20	20
16.	Admission Registration Form	-	-	-	20	20	-
17.	Registration Fee	-	-	-	100	-	-
Total Fees Rs.		2460	1940	1890	3260	2760	2690

Note: Fees may vary from time to time by the university.

Hostel Fees:-

Hostel Fee per term -	2,400/-
Electricity charges -	2,300/-
Deposit (one time)-	500/-
Total Rs.	5,200/-

Note:

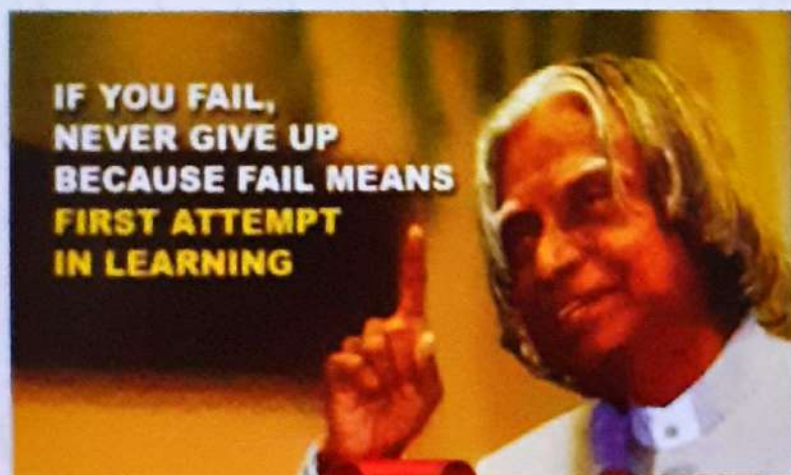
- (1) Female students do not have to pay education fee.
- (2) Receipt should be presented in order to recover the deposit within 6 month from leaving the college.
- (3) All types of fee-structure may vary from time to time in accordance with the rule.
- (4) The students applying for any kind of scholarship will have to submit attested Xerox copy of bank of Baroda, account number along with true. copy of aadhar copy, otherwise scholarship from will not be accepted.

Important notes.:

Accounting to the government order, it is compulsory for the students belonging to SC/ST and Bankshipanch to open zero balance bank account with bank of Baroda, Tithal road, Valsad.

The students, in order to open bank account, should contact bank of Baroda. Tithal road with (1) Passport size photo (2 Copies) (2) Ration card Xerox copy.

It would be compulsory to submit zerox copy of bank. account number, aadhar card, ration card and one photograph. Just to inform the students of SC/ST and Bankshipanch the amount of scholarship will be credited directly is their bank account by the government.



Teaching Staff



Prin. Dr. GIRISH N. RANA



Prof. K. R. Bhawsar
M.Com.
(એસોસીએટ પ્રોફેસર) સ્ટેટેસ્ટીકસ
અનુભવ : ૩૨ વર્ષ (કુલ) ૨ વર્ષ (પાર્ટ)



Prof. V. R. Champaneri
M.Com.
(એસોસીએટ પ્રોફેસર) એકાઉન્ટન્ટસી
અનુભવ : ૩૦ વર્ષ



Prof. K. C. Patel
M.Com.
(એસોસીએટ પ્રોફેસર) એકાઉન્ટન્ટસી
અનુભવ : ૨૯ વર્ષ



Prof. M. G. Patel
M.Com.
(એસોસીએટ પ્રોફેસર) કૉમર્સ
અનુભવ : ૨૮ વર્ષ



Prof. Dr. D. G. Thakor
M.A., Ph.D.
(એસોસીએટ પ્રોફેસર) અંગ્રેજી
અનુભવ : ૨૫ વર્ષ



Prof. M. A. MULLA
M.Com.
(એસોસીએટ પ્રોફેસર) કૉમર્સ
અનુભવ : ૨૮ વર્ષ



Prof. M. K. Patel
M.P. Ed., GSET
(સામાજિક શિક્ષક) શા.ડી.સંદ.
સુગૃહ : ૧ બી



Prof. Dr. M. M. Jariwala
M.Com., M.Ed., Ph.D.,
GSET (Edu. Comm)
(સામાજિક શિક્ષક) શા.ડી.સંદ.
સુગૃહ : ૧૨ બી



Prof. R. G. Pawar
M.Com.
(સામાજિક શિક્ષક) શા.ડી.સંદ.
સુગૃહ : ૨૦ બી



Mr. D. R. Patel
M.Com., M.Lib. Sc.
સામગ્રી
સુગૃહ : ૨૩ બી

Non Teaching Staff



Prin. Dr. GIRISH N. RANA



Mr. B. R. Patel
Jr. Clerk



Mr. S. J. Patel
Jr. Clerk



Mr. R. H. Desai
Adhoc Clerk



Mrs. Heliben Pathak
Computer Center Head



Mrs. S. N. Parmar
Adhoc Clerk



Mrs. Pinal Patel
Adhoc Clerk



Ms. Pooja Desai
Adhoc Clerk



Ms. Aparna Sopariwala
Adhoc Clerk



Mr. U. M. Rathod
Adhoc Groundman



Mr. V. S. Halpati
Adhoc Peon



Smt. K. S. Patel
Adhoc Peon



Mr. A. B. Patel
Adhoc Peon



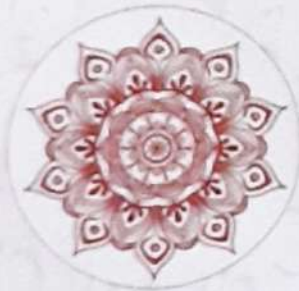
Mr. B. R. Ahir
Adhoc Peon



Mr. V. K. Makwana
Adhoc Peon



Smt. Mita Ahir
Adhoc Peon



Mr. Chetan Patel
Adhoc Peon



Mr. T. N. Ahir
Adhoc Peon



Rules for the students

Our college is Permanently affiliated to the veer Narmad South Gujarat University, Surat Therefore the students will have to follow the rules of university along with college rules.

1 Regarding Attendance

According to university rule, 75% attendance of working days of 1st semester and 80% of 2nd semester. A student's term will not be considered if his/her attendance is less than the prescribed. Attendance and such student will not be allowed to appear in university exam.

2 Regarding internal test

(A) Graduation level:-

The students will have to score 7 or more marks per subject in internal test. The university exam application would be cancelled if the students fail to score 7 or more marks in more than 50% of subjects of total subjects and the student will not be allowed to appear in university exam. The students will compulsory have to appear in more than 50% of total subjects.

The marks for internal test are as follows

- | | |
|----------------------------------|---------|
| (1) One internal test of college | 7 Marks |
| (2) Attendance, regularity | 5 Marks |
| (3) Library work and assignment | 4 Marks |
| (4) M.C.Q | 4 Marks |

(B) Post-graduation:-

8 or more marks have to be scored out of 20 per subject in internal test. The marks of internal test for semester 1,2,3 and 4 would be as follows.

- | | |
|----------------------------------|---------|
| (1) One internal test of college | 7 Marks |
| (2) Attendance, regularity | 5 Marks |
| (3) Library work, assignment | 4 Marks |
| (4) M.C.Q | 4 Marks |

3 University exams

The weight age of university exam would be of 50 marks for all subjects 36 % marks need to be scored in each subject to pass in university exams.

Those students whose university exams forms have been withdrawn or whose semester has not been permitted will have to take new admission and compulsory attend the semester passing the internal test gain eligibility for appearing for university exams.

4 NSS/PT

For the students of 1st & 2nd it is compulsory to join any one of the two. The students joining N.S.S. will have to work for 120 hours during the year. They will have to remain Present at the site of Camp 75% attendance is compulsory for P.T. Those students whose attendance is not enough in N.S.S. or P.T, their university exam will be withdrawn back.

5 NCC

One unit of N.C.C is functional in our college. The students joining N.C.C. have good opportunities to join in service of army, navy and police. The N.C.C. cadet Seeking admission in post-graduation who hold "B" Certificate & "C" Certificate will be given 2 % and 3 % respectively more in the merit.

6 Library work

Five marks are allotted for library work in internal test. Library should be used for assignment work. The rules for use of library are displayed from time to time.

7 Enrollment form

Only the students of F.Y.B.Com semester 1 should fill the enrollment form with in the prescribed time limit otherwise a fine of Rs. 1 will be charged to students filling the form after that date.

8 The Ragging Prevention Cell

The Raging Prevention Cell has been set up in the college as per the order of the government. Anti-ragging work is done by this cell.

9 Medical Centre

A medical test is mandatory for all F.Y.B.Com Students.

10 Identity Card

It is compulsion to wear Identity Card in the College Campus and to saw as asked by the Authority of College.



Students' development cannot be achieved by textbook knowledge alone. Adherence to percentages or marks alone does not work for the holistic development of a child. "Comprehensive development" should be the criterion of education for students to check development. The process of education is not sufficient in the education imparted between the four walls of the college. This type of education is considered inadequate in the age of competition. Not only in education but also in other activities, students become proficient and shine nationally and globally.

1 Co-Curricular Activity

Elocution, Essay Writing, Poetry Competition, Folk Stories, Poetry Recitation, Spoken English Classes, Remedial Classes, Inter-Collegiate Competition, Guest Lecture by Scholars etc.

2 Cultural Extra -Curricular Activities

Raas, Garba, Play, Group Song, Folk Song, Marriage Song, Light Vocal Music, Classical Vocal Music, Folk Dance, Classical Dance, Bhajana, Folk Music, Flute, Harmonium, Guitar, Tabla, Mono-Acting etc.

3 Sports Activity

Cricket, Volleyball, Inter-class games, Table Tennis, Chess, Badminton, Kho-Kho, Kabaddi, Tug of War etc.

4 N.C.C.

The Superior running activity of our college and our N.C.C. Cadet's discipline is named across the country.

5 N.S.S.

The National Service Plan provides an opportunity to work through the community by crossing the four walls of the classroom.

6 Finishing School

Classes are run by KCG Ahmedabad for the holistic development of the student.

7 Placement

Campus interviews are arranged by inviting companies and organizations for placement

8 Art

Painting, Creative craftsmanship etc.

9 Councelling

Counseling is provided by the Vocational Guidance Center for career guidance and UPSC-GPSC and public competitive examination. Subjects are guided at the time of admission.

10

Extracurricular activities

- Shah N. H. Times Mural (The original expression of the students)
- Women Development Cells Activities
- Short- term vacation courses
- Educational tour
- Nature camp, Tracking Camp
- National Days celebration
- Celebration of Important "Day"
- Organization of seminars
- A scholar lecture for overall development of students
- PustakParab Scheme

11

Saptdharas

- Gyan Dhara
- Sarjnatmak Abhivyakti Dhara
- Vyayam- Yog Khelkud Dhara
- Rang-Kala Kaushalya Dhara
- Samudayik Vichar Dhara



Student Union

Encourage students to engage in social service cooperation and mutual respect by promoting national unity as well as a sense of international brotherhood by organizing activities that develop group spirit leading to their intellectual, social, cultural and physical development with a view to making students ideal

citizens. Student unions are formed to develop leadership qualities.

The election of the student union of the college is done as per the constitution of the university.

As per constitution

1. Students appearing as a class representative should have to pass a paper in any of the previous year's examinations or should not have an ATKT.
2. Candidates or elected students should have 75% attendance in college.
3. The age of the candidate should not be exceed than 21 at Graduation Level and 24 at Post Graduation Level as per the counting date of 1st July of that Academic year.
4. Candidate should not have been prosecuted and punished for misconduct and should not have been convicted for examination malpractice.
5. The rules that come into force from time to time will be binding on the student
6. Only a student who behaves in a disciplined manner will be considered eligible to run in the Student Counseling election.
7. Events such as the Musical Party or others have been canceled permanently since the academic year 2005-06 to avoid misuse of student money. This money is put to good use behind the right programs to bring out the dormant powers of the students.
8. Days that disregard Indian culture will not be allowed to be celebrated.
9. Different days will not be allowed to be celebrated at the expense of study.
10. Class representatives should provide effective leadership to the students in their class to guide the students in a positive way so that the students are not harmed in their studies.
11. Stay in touch with the Chairman of the concerned committee for various student welfare activities.

12. To provide incentives for the delegates to participate in every program organized under the auspices of the student union.
13. Students can undertake a variety of educational activities under the guidance of scholars and experienced professors under the auspices of committees like Finance and Student Welfare Committee, Gymkhana Committee, Cultural Committee, Literary Debate Committee, Educational Travel Committee, Planning Forum.
14. Students who behave rudely with election officials or staff during the election process or on polling day are subject to punishment.
15. Nasty song or nasty flirtation or bass dancing or behavior during election campaign or election result celebration on college campus is subject to punishment.
16. During the election process, no one other than a student can enter the college campus.
17. Voting cannot be given any kind of temptation or coercion.

General Secretary of our college for the last ten years (G.S.)

No.	Name	Academic Year
1.	Mr. Hemesh Ahir	2005-2006
2.	Ms. Sejal Patel	2006-2007
3.	Mr. Rohan Panwala	2007-2008
4.	Mr. Tushar Patel.	2008-2009
5.	Mr. Ronak Dang	2009-2010
6.	Mr. Prashant Bhagat	2010-2011
7.	Ms. Yamini Tandel	2011-2012
8.	Ms. Aishwarya Dang	2012-2013
9.	Mr. Sanjay Khatar	2013-2014
10.	Mr. Ankit Patel	2014-2015
11.	Ms. Hemangi Patel	2015-2016
12.	Mr. Naitik Ahir	2016-2017
13.	-.	2017-2018
14.	Mr. Dhruvit Mali	2018-2019
15.	Mr. Sagar Patel	2019-2020